Annex B to Sections L&M RFP F04701-02-R-0500

Past Performance Questionnaire

NPOESS EMD/Production

NATIONAL POLAR-ORBITING OPERATIONAL ENVIRONMENTAL SATELLITE SYSTEM (NPOESS)

24 JAN 2002

- (a) The offeror shall request that each party for whom it has performed work similar to the work contemplated by this solicitation submit a past and present performance questionnaire to the Government (this may include work done as a prime contractor or subcontractor on a Government contract, or work wholly within the commercial sector). The questionnaire is available electronically in the NPOESS electronic library at http://npoesslib.ipo.noaa.gov/. Questionnaires shall also be requested from the customers of each of its primary subcontractors, teaming partners, and/or joint venture partners.
- (b) The offeror is solely responsible for ensuring that questionnaires are submitted in time for use in the evaluation process, and shall make every effort to achieve this objective. Questionnaires are due five working days after the date established for submission of Vol. III, Past and Present Performance.
- (c) An offeror's request to another entity for completion of a questionnaire should—
- (1) include a statement that completion of the questionnaire is needed for the offeror's participation as a competitor in a formal source selection being conducted by the NPOESS Integrated Program Office;
- (2) identify the contracting officer as Mr. John M. Inman, 301/427-2084 x162, john.inman@noaa.gov;
- (3) require that questionnaires and a floppy disk be submitted directly to the Government, and not via the offeror, to NPOESS IPO (Attn: Source Selection Recorder), Centre Building, 8455 Colesville Road, Suite 1450, Silver Spring MD 20910;
 - (4) specify the date by which the questionnaire should be delivered;
- (5) specify that envelopes should be marked "to be opened by addressee only—source selection sensitive see FAR 3.104—for official use only";
- (6) indicate that fax transmission (301) 415-0384 is acceptable after calling the contracting officer or the source selection recorder at (301) 415-0396, but that both paper and electronic submissions are desired; and
- (d) The Government desires that the questionnaires be completed by those with most knowledge of the subject contracts, and offerors are best served by requesting questionnaires from individuals with the most knowledge. For Government contracts, the following order of precedence is suggested: Government program or project manager, Government procuring contracting officer or negotiator, and Government administrative contracting officer.
- (e) The offeror shall maintain a Past/Present Performance Questionnaire tracking record (a sample is available in the NPOESS electronic library at http://npoesslib.ipo.noaa.gov) that documents all exchanges between and follow-ups made to each of the POCs from whom a questionnaire has been requested. An initial Past/Present Performance Questionnaire tracking record shall be submitted with the offeror's Past/Present Performance volume under Vol. III, Sect. 2. A final tracking record shall be submitted under separate cover to the contracting officer simultaneous with submission of the remainder of the proposal. This exchange/contact between the offeror and its POCs shall cease upon submission of the offeror's proposal to the government. The tracking record should be submitted in electronic format as well as printed form. The Government may conduct follow-up discussions with any of the people identified in the tracking records or in the offeror's Past/Present Performance volume. The Government may obtain other information by sending out additional questionnaires or through other sources.

Past Performance Questionnaire Tracking Record [TO BE ACCOMPLISHED BY OFFEROR]*

OFFEROR'S REFERENCES COMPANY/AGENCY NAME:					
REFERENC	CE NAME:				
REFEREN	NCE ADDRESS:				
Date Of Action	Type Of Action (E.G., Sent Questionnaire, Follow-Up Call)	Person Contacted/ Phone #	Company Position Of Person Contacted	Offeror Contact	Status Of Questionnaire
	1			1	1

Past Performance "CONTACT DATA Sheet" (TO BE COMPLETED BY PERSON FILLING SURVEY)

Background Information (for person filling out the survey): First Name: **Last Name:** Rank: Title: **Organization: Phone:** Fax: E-Mail Address: **Dates of involvement:** (6 month minimum) To: From: **Contract Information (for the contract involved): Company: Division: Contract #:** (Current Dollar Value) **Dollar Value:** Million **Thousa** nd Work: Complete **Ongoing** Award date: (In addition to describing end item deliverable, please indicate any significant **End Item** products delivered or services rendered in the past five years) **Description(s):** (Ex: Preliminary or Critical Design Reviews - list only those which have occurred in **Major Design** the past 5 years) **Milestones** (Ex: Developmental, Acceptance, Integration, Operational, Flight Tests - list only that **Significant Testing** which has occurred in the past 5 years) **Milestones Target Cost:** % On Above **Below** *By:* Months **Schedule:** On Ahead **Behind** *By*:

Past Performance Questionnaire

Based on your knowledge of the contract identified above, please provide your assessment of how well the contractor performed on each of the following topics.

- 1. System Performance. The focus of the section is to determine how well an offeror has been able to match a proposed system configurations, Concept of Operations (CONOPS), and system level performances to the original program requirements.
- 2. Segment Design. The focus of this section is to determine how well an offeror has been able to develop designs that achieve predicted performance.
- 3. System Engineering, Integration & Test, and Planning. The focus of this section is to determine how well an offeror has been able to adequately develop overall systems engineering, integration, and testing approaches for proposed programs and to determine the adequacy, consistency, and flexibility of an offeror's program planning process over the entire period of a contract.
- 4. Management and Organization. The focus of this section is to determine the adequacy of an offeror's past approach to organizing, staffing and managing programs.
- 5. Cost. The focus of this section is to determine the adequacy of an offeror's ability to manage program costs.

It is very important to keep in mind that only performance in the *past five years* is relevant.

Rating Definitions

The following five adjectival ratings comprise the Common DoD Assessment Rating System. Note that DoD's assessment rating system recognizes the contractor's resourcefulness in overcoming challenges or problems that arise in the context of contract performance.

Exceptional (Dark Blue). Performance meets contractual requirements and exceeds many to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

Very Good (Purple). Performance meets contractual requirements and exceeds some to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

Satisfactory (**Green**). Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.

Marginal (Yellow). Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.

Unsatisfactory (**Red**). Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.

(Please check the appropriate rating and *provide explanatory comments, at minimum for Exceptional, Marginal, and Unsatisfactory assessments.*)

Part I. MISSION CAPABILITY

A. Management and Organization

A. Management a	ilu Organization					
1. Total System Performance Responsibility [TSPR] effectiveness - how well the contractor managed and executed a program for which it had total responsibility.						
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable	
Comment:						
2. Ability to plan	and implement a pr	ocess for interactin	g with other contra	ctors.		
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable	
Comment:						
3. Ability to consi	ider end user needs	during all stages of	contract.			
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable	
Comment:						
4. Ability to work	with government p	program office.				
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable	
Comment:						
5. Ability to plan and execute an effective incremental risk mitigation program from development to production to operation.						
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable	
Comment:						
6. Overall capabi relevancy).	lities and expertise	of personnel worki	ng on project (in te	rms of expertise, co	ontinuity, and	
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable	

Comment:								
7. Ability to effec	7. Ability to effectively staff and organize team working on project.							
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable			
Comment:								
8. Ability to meet	major milestones a	nd deliver product	or service on sched	ule				
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable			
Comment:								
B System Perfo								
1. Ability to meet	program requireme	ents	Γ					
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable			
Comment:								
2. Ability of syste	m to meet lifetime	requirements (oper	ating lifetime, stora	ge, life cycle).				
☐ Exceptional	☐ Very Good	Satisfactory	☐ Marginal	Unsatisfactory	☐ Not			
(Please Comment)	-	-	(Please Comment)	(Please Comment)	Applicable			
Comment:								
3 Ability of demo	nstrations and simu	lations to predict s	ystem performance	requirements as ve	rified by			
(Check all that ap	ply):	Flight Tests	☐ Ground Tests		nulations			
☐ Exceptional	☐ Very Good	Satisfactory	☐ Marginal	Unsatisfactory	☐ Not			
(Please Comment)			(Please Comment)	(Please Comment)	Applicable			
Comment:								
4. Impact trade pr	ocess on final syste	m performance	T	Γ				
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable			
Comment:								

5. Ability to design an efficient architecture that accounts for all aspects of the user operational environment.							
Exceptional (Please Comment)	☐ Very Good	Satisfactory	☐ Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable		
Comment:							
C. Segment De	esign						
1. Overall capabil		elop, manufacture, t	test and deliver, sat	ellite system, large	data analysis,		
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable		
Comment:							
2. Ability to according	mmodate performa	nce enhancements a	nd/or technology a	ssessment, develop	ment, and		
Exceptional (Please Comment)	Uery Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable		
Comment:							
1 0	- Ability to flow sporm, sensor, or con	pace segment specif ponent in orbit)	ications from syste	m specifications. (Space Segment		
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable		
Comment:							
4. Space Segment	- Ability of space s	segment design to n	neet parameters of	space segment spec	ifications		
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable		
Comment:							
5. Space Segment	- Ability to respon	d to requirement ch	anges and accomm	odate future risk re	duction plans		
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable		
Comment:							

6. C3 Segment - Ability to flow C3 segment specifications from system specifications. (C 3 Segment refers to all functions required for mission management, day-to-day operations and state-of-health monitoring of any component within the Space Segment)						
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable	
Comment:						
7. C3 Segment - A	Ability of C3 segme	ent design to meet p	parameters of C3 seg	gment specification	1S	
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable	
Comment:						
8. C3 Segment - A	Ability to respond to	requirement chang	ges and accommoda	ate future risk reduc	ction plans	
Exceptional (Please Comment)	Ury Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable	
Comment:						
9. Ground Data Processing Segment - Ability to flow Ground Data Processing segment specifications from system specifications						
Exceptional (Please Comment)	☐ Very Good	Satisfactory	☐ Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable	
Comment:						
10. Ground Data Processing Segment - Ability of Ground Data Processing segment design to meet parameters of Ground Data Processing segment specifications						
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable	
Comment:						
11. Ground Data Processing Segment - Ability to respond to requirement changes and accommodate future risk reduction plans						
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable	
Comment:						

			ninal segment speciful of tware used by depl			
Exceptional (Please Comment)	☐ Very Good	☐ Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable	
Comment:		•				
13. Field Termina segment specifica		y of Field Termina	l segment design to	meet parameters of	Field Terminal	
Exceptional (Please Comment)	☐ Very Good	☐ Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable	
Comment:						
14. Field Termina plans	ll Segment - Ability	y to respond to requ	uirement changes ar	nd accommodate fur	ture risk reduction	
Exceptional (Please Comment)	☐ Very Good	☐ Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable	
Comment:						
	neering Integration		d Planning			
1. Ability to unde	rstand the user requ	uirements				
Exceptional (Please Comment)	☐ Very Good	Satisfactory	☐ Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable	
Comment:		•				
2. Ability to ident	ify all significant t	echnical, cost, and	schedule constraint	s/risks early in prog	gram.	
Exceptional (Please Comment)	☐ Very Good	☐ Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	☐ Not Applicable	
Comment:					'	
3. Adequacy of To	esting Program in a	accomplishing goal	ls of program	1		
Exceptional (Please Comment)	☐ Very Good	☐ Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable	
Comment:						

4. Ability to design a system architecture using cost-performance trade studies and analysis.					
Exceptional (Please Comment)	Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable
Comment:					
	•	ng capabilities inclu to trace functional	•	flowdown to variou	is segments and
Exceptional (Please Comment)	☐ Very Good	Satisfactory	☐ Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable
Comment:					
	•	ngineering capabili em and ability to tr	· ·		to appropriate
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable
Comment:					
7. Appropriatenes etc.).	s of facilities (prod	uction, integration,	test, etc.) and perso	onnel (quantity, trai	ning, capability,
Exceptional (Please Comment)	☐ Very Good	Satisfactory	☐ Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable
Comment:					
-		ation such as system cumentation enable	•	-	
Exceptional (Please Comment)	☐ Very Good	Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable
Comment:					
9. Completeness a	nd Reasonableness	of Integrated Mast	er Plan		
Exceptional (Please Comment)	☐ Very Good	Satisfactory	☐ Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable
Comment:					
10. Realism, Reas	onableness and Co	mpleteness of Progr	ram Schedule/Integ	rated Master Sched	lule
Exceptional (Please Comment)	☐ Very Good	Satisfactory	☐ Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable
Comment:					

11. Adequacy of	support plans (e.g.]	Risk Management)						
Exceptional (Please Comment)	☐ Very Good	☐ Satisfactory	Marginal (Please Comment)	Unsatisfactory (Please Comment)	Not Applicable			
(1 lease comment)			(1 lease comment)	(1 lease comment)	Applicable			
Comment:	Comment:							
Part II. COST	• ,							
1. Ability to antic	ipate cost							
☐ Exceptional	☐ Very Good	☐ Satisfactory	☐ Marginal	☐ Unsatisfactory	□ Not			
(Please Comment)			(Please Comment)	(Please Comment)	Applicable			
Comment:								
Comment.								
2. Ability to use a	validated cost/sche	edule control syster	n such as Earned V	alue management r	eporting.			
					Not			
☐ Exceptional (Please Comment)	☐ Very Good	☐ Satisfactory	☐ Marginal (Please Comment)	Unsatisfactory (Please Comment)	Applicable			
(Flease Comment)			(Flease Comment)	(Flease Comment)	Applicable			
Comment:			•					
3. Ability to provide timely accurate financial reports and forecasts.								
Exceptional	☐ Very Good	Satisfactory	☐ Marginal	☐ Unsatisfactory	□ Not			
(Please Comment)			(Please Comment)	(Please Comment)	Applicable			
					11			
Comment:								

Performance Survey

The foregoing inquiry should have allowed you to provide us with a reasonable assessment of the way in which the subject contractor has performed on recent contracts. The following questions are intended to allow you an opportunity to expand on your evaluation and provide us with a more comprehensive understanding of company performance. Completion of this segment of the Questionnaire is optional.

PROGRAM EXECUTION 1. Were products generally delivered when required contractually? If not, was the delay the result of contracting agency or contractor actions? 2. If schedule relief was provided by contract modification, did it result from scope change or from an overrun condition?
COST
1. Did the total cost exceed initial contract value by more than 10%? If so, by how much? Yes No
2. What proportion of increased costs were attributable to contracting agency actions (added scope, directed schedule mods, etc), rather than to development problems for which the contractor was responsible?
OVERALL
1. If Award Fee contracts were used for the procurement, what percentage of available fee did the contractor earn in the periods before and following completion of the Preliminary Design Review? Critical Design Review?
2. What is considered to be an average percentage award fee bestowed by your organization for similar contracts?
3. Knowing what you do today, would you award this contract to this contractor again? Yes No
4. If you have any other comments that you would like to make (e.g. especially noteworthy performance, how to improve this survey, etc.) include them here also. Continue on another sheet, if necessary.